

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of July 14, 2015**

**ITEM TITLE:**

Consider Approval of an Independent Contractor Agreement for Raya Zion for project management services for several Laney College CTE grants for pathway development, training, and job placement in the field of biomedical engineering technology for the Department of Labor Jobs Accelerator grant and for employer outreach, regional employer engagement, and employment development services in a range of fields related to Laney's Career Pathways Trust grant.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of an independent contractor agreement for Raya Zion in an amount not to exceed \$102,000 to provide project management services for several of Laney College's CTE grants, one from the Department of Labor and one from the California Department of Education.

The contract dates will be from July 1, 2015 to June 30, 2016.

**Funding Source:**

Department of Labor grant awarded to Laney College entitled "Advanced Manufacturing Jobs and Innovation Accelerator Challenge" and a grant from the California Department of Education entitled Career Pathways Trust.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

Laney College is in the third year of a 3-year \$399,000 grant from the Department of Labor under the category of "Advanced Manufacturing Jobs and Innovation Accelerator Challenge." This program trains and places displaced workers in jobs in the Medical Device manufacturing industry, a leading industry in the Bay Area through Laney's state approved program in Biomedical Engineering Technology. Laney College is also starting the second year of a \$1.06 million Career Pathways Trust regional grant from California Department of Education. This latter program creates CTE pathways in partnership with K-12 systems in the Peralta service area.

Raya Zion will provide project management services for these grants. Specifically, Zion will carry out the following activities: (1) manage outreach, recruitment, and screening of prospective candidates for the Bioengineering program; (2) develop and manage an industry outreach and marketing strategy as well as industry advisory board for the Bioengineering program and support industry outreach for advanced manufacturing programs; (3) develop and manage professional marketing materials for Bioengineering program completers; (4) direct and manage job placement activities for Bioengineering program completers as well as for students completing advanced manufacturing programs; (5) direct and manage program outcomes documentation through electronic records management systems required by Department of Labor;

(6) provide employment development services for Laney students in career pathways in various fields supported by the regional career pathways program; (7) provide regional employer engagement services for career pathways programs; (8) provide employer outreach and coordination services for Laney's Career Center.

Raya Zion has a bachelor's degree in Industrial and Organization Psychology from San Francisco State University. She has over 10 years' experience in sectorial focused workforce and economic development, employer relations, and career re-training. She has more than 25 years' experience in business development, workforce development, recruitment, and career counseling.

Zion has served as the Workforce Development Manager for Solar City, the Business Services Representative for the Alameda County Workforce Investment Board, as well as the Workforce Development Manager for the San Mateo County Central Labor Council.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Department of Labor grants: NO BUDGETARY IMPACT

**BACKGROUND/ANALYSIS:**

Ms. Zion will provide project management services in support of the critical mission of Laney College to offer high quality educational program opportunities for the communities served within the Bay Area region.

**DELIVERABLES AND SCOPE OF WORK:**

The project management services provided by Ms. Zion will include the following activities:

- (1) Manage outreach, recruitment, and screening of prospective candidates for the Bioengineering program.
- (2) Develop and manage an industry outreach and marketing strategy as well as industry advisory board for the Bioengineering program and provide industry outreach services to the advanced manufacturing programs.
- (3) Develop and manage professional marketing materials for Bioengineering program completers.
- (4) Direct and manage job placement activities for Bioengineering program completers as well as advanced manufacturing completers.
- (5) Direct and manage program outcomes documentation through electronic records management systems required by Department of Labor.
- (6) Provide employment development services for Laney students in career pathways in various fields supported by the regional career pathways program;
- (7) provide regional employer engagement services for career pathways programs;
- (8) provide employer outreach and coordination services for Laney's Career Center.

**ANTICIPATED COMPLETION DATE:**

June 30, 2016

**ALTERNATIVES/OPTIONS:**

None

**EVALUATION AND RECOMMENDED ACTION:**

Approval

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):**

YES \_\_\_\_\_ NO XX

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

**PRESIDENT ELNORA T. WEBB**

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Peter Crabtree Date: 6/11/15

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Elnora T. Webb Date: 6/11/15

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required X Finance review *not* required

If Finance review is required, determination is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

\_\_\_\_\_ Legal review required X Legal review *not* required

If Legal review is required, determination is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Nitasha Sawhney, Acting General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda

Not Approved, but Place on Agenda

Signature: *Jowel Laguerre*  
Dr. Jowel Laguerre, Chancellor

Date: \_\_\_\_\_